

U.S. GOVERNMENT PRINTING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Reproduction Proofs for the Fishery Bulletin,
Marine Fisheries Review, and NOAA Technical Reports

as requisitioned from the U.S. Government Printing Office (GPO) by the

**Department of Commerce
National Oceanic and Atmospheric Administration
Seattle, Washington**

Single Award

The term of this contract is for the period

beginning October 1, 2000 and ending September 30, 2001

BID OPENING: Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA, time on September 21, 2000.

CONTRACT TERM: The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

For information of a technical nature call Ken Foster Ext. 17; other questions should be directed to the contract administrator, Raouf Chouery, Ext 11. Phone: (206) 764-3726 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 9-88)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

(a) Finishing Attributes -- Level IV.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average type dimension in publication.

SUBCONTRACTING: The predominant production function is composition.

OPTION EXTENSION OF CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor no later than 60 days before the contract expires. If the Government exercises this option, the extended contract will include all provision herein. The total duration of this contract, including the exercise of any options will not exceed five years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause.** Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 11", published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from October 1, 2000, through September 30, 2001. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of this contract when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

DEFINITION OF TERMS (for purposes of this contract the following definitions apply when corresponding terms are used in this contract or used on print orders for this contract):

Hard Copy - Eye readable copy printout corresponding to the actual material contained on the storage media. Phototypeset material is not hard copy.

Interface - The process of establishing a communication link between the components of two different computer systems.

Keyboarding/Keying - Manually entering copy into a computer.

Manuscript Copy (a.k.a. Original Copy) - Written or typed information that requires keying to reach typeset/print stage.

Storage Media - A physical device utilized for data storage, i.e., diskettes, cartridges, etc.

Tabular Matter - Tabular matter is defined as matter set in and reading across three or more related columns.

Text Editing - Editorial changes indicated on hard copy or manuscript copy that is to be inserted within furnished data files.

Word Processor - An automated device that can be used for initial data input, subsequent revision, and for final printed output (e.g., personal computer, mini-computer terminal, or mainframe computer terminal with suitable software installed).

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of photo reproduction proofs requiring such operations as photocomposition, page makeup, packing, and delivery.

TITLE: Reproduction Proofs for three separate items

- Item No. 1: "Fishery Bulletin"
- Item No. 2: "Marine Fisheries Review"
- Item No. 3: "NOAA Technical Reports"

FREQUENCY OF ORDERS: Total of 12 orders per year.

Less than 1% of the copy for each publication will require contractor to key from manuscript copy; this operation will be paid for under "author's alterations (text editing)."

NUMBER OF PAGES: Approximately 124 per order.

PAGE SIZE: Items 1 and 3: 8-1/2 x 11"
Item 2: 8-3/8 x 10-1/4"

SAMPLE: Sample copies of publications that are typical on this contract are available by contacting NMFS Scientific Publications Office, telephone (206) 526-6107 (no collect calls). However, it cannot be guaranteed that future orders will correspond exactly to these sample pages.

GOVERNMENT TO FURNISH:

Word processing storage media such as, but not limited to, diskettes (5-1/4-inch and 3-1/2-inch), cartridges (SyQuest 135 or Iomega Jaz 1gb). Diskettes furnished will be in PC or Macintosh format, in both double and high density. Contractor may not re-key or alter data furnished on the storage media unless so specified.

Hard copy marked with complete typographic instructions, run from the furnished storage media. The hard copy may include editorial changes made by the Government but not incorporated into the furnished storage media.

A list designating the files that are to be converted on the storage media.

In the event that the storage media furnished cannot be processed within the limits of this contract, on the contractor's equipment, he must notify the Government for further instructions before any costs are incurred.

Typewritten manuscript copy for text editing.

Camera copy (e.g., line illustrations).

Print orders.

One reproduction proof (image size 7-7/8 x 6-1/8") for shipping container labels.

CONTRACTOR TO FURNISH:

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

The contractor shall define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Author's Alterations and/or Text Editing:

Author's alterations minimum charge will be \$10.00 per print order. Author's alterations minimum charges will be defined as any AA charges per print order that when figured by the line-item pricing, is less than \$10.00.

Author's alterations consist of all marks made by the author on the proofs that are at variance with the original typewritten manuscript and/or electronic data as marked for composition and as submitted to the contractor.

Text editing consists of all marks made on the hard copy that are at variance with the submitted electronic data (this does not include corrections made by the contractor because of transmission errors or changes/additions made by the contractor to embedded coding for compatibility purposes).

Author's alterations/text editing does not include corrections marked by the editor due to the failure of the contractor to follow copy literally.

Charges for author's alterations and text editing shall be on a per correction basis.

Maximum Charge: The maximum charge allowable for author's alterations/ text editing on any one page shall be an amount equal to the cost of typesetting that page from furnished data or copy.

Charges for author's alterations will not be honored unless the voucher which is submitted to the Government Printing Office is supported by all marked proofs, or facsimiles thereof, showing author's alteration marks.

Page Makeup:

Makeup as ordered for regular work consists of assembling all elements on a page into the specified page format.

Internet Ready Files (Acrobat Portable Document Format (PDF)):

When requested, the contractor must create an Acrobat PDF (v. 2.1) file from the final production files. The PDF file must be an exact representation of the final printed piece, and must be returned on the same type of storage media or File Transfer option as the original files. NOTE: A directory printout of the contents of the storage media must be provided. This printout must show each individual PDF file.

The contractor must also generate a composite black and white visual of each page of the PDF file. Any visual must be properly collated and stapled (one stitch, upper left), and must match both the printed piece and the PDF file.

TEST RUN: If the Contracting Officer deems it necessary, prospective contractors will be supplied with materials and required to produce sample pages and/or galleys in accordance with these specifications.

The sample pages produced during the test run will be inspected for quality and availability of special characters, etc. (see Exhibits A, B, and C). If the ability to achieve the necessary quality and produce the technical nature of these specifications is not satisfactorily demonstrated, the prospective contractor will be declared nonresponsible. No charge will be allowed for the test run.

REPRODUCIBLES: Contractor must make all reproducibles required. Line illustrations to be reproduced as photomechanical transfers (PMT's), or equal, various focuses required. It is anticipated that approx. 80 PMT's will be required per order. The average size PMT will be 4 x 5"

PHOTOCOMPOSITION: The entirety of each category of photocomposition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications.

Composition must be photocomposition.

Photocomposition includes all typesetting produced by photographically creating the characters on sensitized film or paper.

NOTE: Because of the technical nature of the work, the typesetting is considered more difficult than average. See Exhibits A, B, and C for copy specifications (type pages sizes, etc.)

The technical nature of the publications being set under this contract requires the use of a number of mathematical and scientific signs and symbols. It is preferable that these are set as a part of the regular text, but if they are set and placed manually, it is of the utmost importance that all symbols, accents, superiors and inferiors be correctly spaced and positioned. All type set under these specifications must be first class in every respect; free from error and in conformity with the copy submitted. Spacing between words shall be approximately one-third of an em of the point size of the type. Unnecessarily wide spacing between words, lines, or paragraphs, or excessive leading or spacing out, resulting in unnecessary extra pages, will not be acceptable.

Special Requirements:

Bold face, italic, and bold face italic may be required for each of the type fonts used.

Greek alphabets in proper size and weight, both caps and lower case.

Superior or inferior numerals, letters, mathematical and scientific signs and symbols.

Salinity (parts per thousand) symbol in all sizes of type.

All mathematical symbols, including italic X's and Y's with macron (bar X) and circumflex (X hat).

Accented letters for setting portions of text, tables and literature cited in French, German, Scandinavian languages, Portuguese, and Spanish.

Symbols for male and female.

British pounds symbol and Japanese yet symbol.

Hairline rules separating abstracts from text and at end of some news articles.

It is anticipated that 30 percent of the typesetting will be tabular.

Contractor to provide page makeup on all pages and affix illustrations (PMT's), or computer-generated graphics placed electronically within desktop publishing layouts, in proper locations. It is anticipated that 10 percent of the pages will require the contractor to affix rubylith windows (or equivalent) for identification of halftone illustrations to ensure correct placement when printed. The average halftone illustration is expected to be in the 15 to 30 square inch group on Items 1 and 2, and 15 to 50 square inch group for Item 3. Keylines are required for the majority of line illustrations and halftones on Item 1, and occasionally on Items 2 and 3 (see "Reproducibles" above).

Typefaces: The contractor is required to furnish the following (**see Exhibits A, B and C**):

Item 1: Eras and New Century Schoolbook.

Item 2: Helvetica and Times Roman.

Item 3: Baskerville.

No alternate typefaces will be allowed; however, manufacturers' generic equivalents will be accepted for the above typefaces. Each bidder shall list in the bid the name of the generic equivalent typeface(s) and composing machine to be used.

In addition, the successful bidder must provide the ordering agency with specimens or a complete listing of typefaces and sizes, which are available for use under this contract.

The GPO reserves the right to require samples of any generic equivalent typefaces offered if it is deemed necessary in order to determine the suitability of the offered typefaces.

A moderate portion of the typesetting will be multiline equations. Multiline equations will be defined as a set of characters and/or symbols, including superiors and inferiors, positioned in two or more tiers to form a complete equation. A tier is defined as a line of type positioned over or under another line of type.

Author's alterations for multiline equations will be paid for at the text per line rate under author's alterations.

Vertical Rules: Each vertical rule appearing in tabular matter will be measured as if it were one horizontal type line within the table. For purpose of this contract, a vertical rule is defined as any rule, which could be drawn along a guide edge, without moving the guide edge, regardless of how often the ruling pen must be lifted.

The cost of vertical rules must be included in bidder's price per 1,000 characters for setting text or tabular matter.

EXHIBIT A

Item 1 -- "Fishery Bulletin"

Specifications -- Articles

1. Overall format:

TRIM SIZE: 8-1/2 x 11 inches

TEXT AREA: 42 x 57 picas, with 55-pica depth, exclusive of running heads and page numbers; text runs ragged at bottom.

MARGINS: Right and left margins 4-1/2 picas.

Top margin 4 picas from edge to baseline of rule.

Bottom margin 5 picas from baseline of text to edge.

2. First page of each article:

TOP RULES: 4 picas from top edge; one 1-1/2-pt. rule 14 picas wide at left; 5-pt. rule 28 picas wide, same line (see sample).

TITLE: 18/20 pt. Eras demi-bold c&lc, with italics; flush left on 28 picas.

AUTHORS' NAMES: 12/14 pt. Eras demi-bold c&lc; flush left on 28 picas.

AUTHORS' AFFILIATIONS: 9 pt. Eras book, flush left, ragged right, no punctuation at end lines.

ABSTRACT: 12-pica column w/2-pica gutter on right. Word "Abstract" 13 pt. Eras demi-bold c&lc, flush left, w/period and 1-em dash, run into text. Abstract text 9/10 pt. Century. Following paragraphs have 1-em indentation; no space between paragraphs unless marked.

TEXT BODY: 1-1/2-pt. rule, 28 wide, above 2-col. text (at least 3-pica space between baseline of this rule and baseline of authors' affiliation above). Two columns of body text each 13-1/2 picas wide w/1-pica gutter between. Text type 10/12 pt. Century w/italics. 1-em paragraph indentation except first paragraph of text or under No. 1 or No. 2 head.

PAGE NUMBER: 8 pt. Eras book, above rules of running head.

3. Other pages:

RUNNING HEADS AND PAGE NUMBERS: 4 picas down from top edge, 42 wide, 9 pt. Eras book. Left folio: Page number flush left; left folio "Fishery Bulletin..." flush right. Right folio: Authors' names and abbreviated title flush left; page number flush right. Add 3 pts., then 1-1/2-pt. rule 42 picas wide.

HEADINGS:

- No. 1 head: 13 pt. Eras demi-bold c&lc flush left.
- No. 2 head: 11 pt. Eras demi-bold c&lc flush left.
- No. 3 head: 10 pt. Eras demi-bold c&lc flush left, run-in to text with 1-em space.
- No. 4 head: 10 pt. Eras book italic flush left, run-in to text followed by 1-em space.

Spacing: Allow 2 line-spaces above No. 1 head and 1 line-space below; 1-1/2 line-spaces above No. 2 head and 1/2 line-space below; 1 line-space above No. 3 head; 1/2 line-space above No. 4 head.

TEXT BODY: Two columns of body text each 20 picas wide with 2-pica gutter between, 55-pica depth. Text type 10/12 Century w/italics. 1-em paragraph indentation except under No. 1 or No. 2 head. Footnotes: 8/9 pt. Century w/5-pica rule above. Superscript footnote number flush left, text follows. Second line starts under text of first line.

CITATIONS: 8/10 pt. Century, 20 picas wide. Authors' names and years in c&lc Century bold. Second line of authors' names indent 1-em. Indent year 2-em and run-in to text. All lines under year indent 3-em.

FIGURES: Body of caption in 8/10 pt. Century book. Word "Figure" in 10 pt. Eras demi-bold c&lc centered above caption. All lines centered. 3/4-pt. figure outline, or window, as specified by editor.

TABLES: Body of caption in 8/10 pt. Century book. Word "Table" in 10 pt. Eras demi-bold c&lc centered above caption. All lines centered. Boxheads and table body 8/10 Century book. Footnotes 8/9 with 5-pica rule above. 3/4-pt. table outline, with 1-pica space between box rule and left (right) margin of table text.

TABLE OF CONTENTS: Text area 39 picas wide. Page numbers flush left, 11 pt. Eras, followed by 2-em space. Authors' names 11 pt. Eras bold c&lc; if more than one line of authors' names, indent 2-em below first author's name. One-em space between last author's name and title. Title in 11 pt. Eras light, justified right, flush left at 2-em indentation. 4-pt. extra lead between entries. Word "Articles and Notes" in 13 pt. Eras light, italic, flush left.

FISHERY BULLETIN -- NOTES:

Same specifications as for Articles, except for the following:

- First page of each Note: Three 13-pica columns with 1-1/2-pica gutters between.
- Title: 18 pt. Eras demi-bold on 27-1/2 picas, flush left.
- Authors' names: 12 pt. Eras demi-bold on 27-1/2 picas, flush left.
- Affiliations: 9 pt. Eras book.
- All other pages: Same as for Articles.

Running heads: Left folio, same as for Article. Right folio: "NOTE:" and author's name(s) flush left; page number flush right.

EXHIBIT B

Item 2 -- "Marine Fisheries Review"

Type Page Size: 41 x 52 picas, exclusive of page numbers. Make up in three 13 pica columns with one pica between each column.

Typefaces and Sizes: The contractor is required to furnish the following:

TITLE: 14/16 Helvetica bold, initial c&lc, follow literally.

AUTHOR'S NAMES: 9/11 Helvetica medium, all caps.

ABSTRACT: 9/9 Times Roman medium italic, 13 picas wide, with paragraphs indented.

AUTHOR'S AFFILIATION: 8/8 Times Roman medium, 13 picas wide, no indentation

TEXT: 9-1/2 on 11 or 10/11 Times Roman medium, 13 picas wide (must average 37 characters per line); paragraphs indented. Samples must be submitted to Scientific Publications Office with different kerning so proper type size will be assured upon receipt of contract.

HEADINGS:

No. 1 - 9-1/2 on 11 or 10/11 Times Roman, bold, centered initial c&lc.

No. 2 - 9-1/2 on 11 or 10/11 Times Roman bold, initial c&lc, flush left.

No. 3 - 9-1/2 on 11 or 10/11 Times Roman medium italic, initial c&lc, flush left.

No. 4 - 9-1/2 on 11 or 10/11 Times Roman medium italic, first word initial cap., rest lc, one em indent.

FOOTNOTES: 8/8 Times Roman medium, 13 picas wide, no indentation, two-pica rule above superscript, top of superscripts must be slightly above footnote or text type.

LITERATURE CITED: 8/8 Times Roman medium, author's names flush left, indent balance 1 em.

FIGURE LEGENDS: 9/9 Times Roman medium, width as specified; if only two lines, second line must be centered.

TABLE HEADINGS: 6/7 Helvetica bold, same width as table; if only two lines, second line must be centered.

TABLE TEXT (BODY): 6/7 Helvetica med., widths, spacing, and hairline rules as specified.

SPACING OF TEXT HEADINGS: 6 point spacing above and 5 points below all single headings. 8 point spacing above No. 1 head, 7 point spacing between and below No. 2 head where a No. 1 and No. 2 head are stacked.

DEPARTMENT HEADINGS:

9/11 Helvetica medium italic.

Department article titles: 12/14 or 14/16 Helvetica bold or medium and Roman or italic, as marked.

INSIDE COVER: Marine Fisheries Review: "Marine Fisheries" - 20 Helvetica bold, initial c&lc.
"Review" 20 Helvetica outline caps.

Vol., No., Date: 9 Helvetica medium, italic, flush right.

Articles, Depts.: 9 Helvetica medium, italic, flush left.

Table of Contents: 9-1/2 or 10/11 Times Roman medium, 41 picas wide, titles of articles flush left. Author's names in italic, flush right; one-em space between author's names and page numbers (flush right). Page numbers on contents page to be set in bold face type. 8 pt. spacing between paper titles and departments on contents page. 1-1/2 pica space between hairline rules on two pairs of rules.

Page numbers: 9 Times Roman medium italic. Marine Fisheries Review in 9 Times Roman med. italic on each left hand page at bottom. Volume number, issue number and year in 9 Times Roman medium italic on each right hand page at bottom.

Heading spacing (leading): 6 pt. spacing above and 5 pt. spacing below all headings; 2-point spacing between headings that run more than one line.

Margins: Text pages: 3-pica head margins, 3-pica binding margins. Occasionally, different margin requirements will be specified for some pages.

EXHIBIT C

Item 3 -- "NOAA Technical Reports"

NOAA Technical Report NMFS Specifications:

TRIM SIZE: 8-1/2 x 11"

TYPE AREA: 42 X 55 picas (55 lines on 10 pt. Baskerville on 12 pt.)

PAGE NUMBER: Flush left (left page); flush right (right page) on the running headline.

CONTENTS: Width will be marked in text.

CONTENTS: in 18 pt. Baskerville Bold italic caps, centered. (Monographs will not generally require a contents page.)

Authors' names: 9 on 11 pt. light, all caps.

Titles: 10 on 12 pt. Baskerville light, w/italic.

Page number: iii at bottom center; if continued, page accordingly from iii.

RUNNING HEAD: 9 pt. bold.

Left Page: folio (flush left), 3-em space, NOAA Technical Report NMFS #, followed by 1-pt rule.

Right Page: 1-pt. rule to authors' names, colon, title of article, 3-em space, folio flush right.

TITLE: 16/18 pt. Baskerville Bold w/italic, C&Ic, centered on 42 picas, Arabic page 1.

AUTHOR'S NAME: 11 pt. Baskerville light caps, centered on 42 picas.

AUTHOR'S AFFILIATION: 9/11 pt. Baskerville light italic, C&Ic, centered on 42 picas.

ABSTRACT: 30 picas wide.

ABSTRACT: 10 pt. Baskerville Bold caps, centered on 42 picas.

Text: 9 pt. Baskerville light, w/italic on 11 pt.

Two-em paragraph indentation.

TEXT TYPE: 10 pt. Baskerville light w/italic, on 12 pt; 20 picas wide.

COLUMN SIZE: 20 picas wide; 2 columns to a page with 2-pica gutter between columns.

PARAGRAPHS: One-3m paragraph indentation unless marked in text. No space between paragraphs unless marked in text.

HEADINGS

- No. 1 head - 12 pt. Baskerville Bold C&lc, flush left on 20 picas with 1/2-pt. rule.
- No. 2 head - 11 pt. Baskerville Bold C&lc, flush left on 20 picas.
- No. 3 head - 10 pt. Baskerville Bold C&lc, flush left and run into the paragraph with an em dash.
- No. 4 head - 10 pt. Baskerville Bold, roman, C&lc roman, with paragraph indentation, and run into the paragraph with an em dash.

Spacing: 2 line # above and 1 line # below No. 1 and No. 2 heads.

FOOTNOTES: 8 pt. Baskerville light on 9-1/2 pt., flush left Markers: ital "a,b,c" for table footnotes; asterisk for textual material.

CITATIONS: CITATIONS: in 12 pt. Baskerville bold C&lc, flush left on 20 picas with 1/2-pt. rule.

Text: in 8/10 pt. Baskerville light.

Authors' Names: C&lc

Rest: Fol. lit.

FIGURE LEGENDS: 9 pt. Baskerville light w/italics, on 11 pt., flush left all lines.

FIGURE: 9 pt. bold, C&lc.

Figure labels (A,B,C, etc.) - bold and placed in parentheses when first mentioned. Rest fol lit.

Hairline rule around figure, when requested.

TABLES: Head: 9 pt. Baskerville light w/italic, on 11 pt., flush left all lines.

TABLE: 9 pt. bold, C&lc.

Text: 8/10 pt. Baskerville light w/italic.

Boxhead: 8/10 pt. Baskerville light.

Footnotes: 8/9 1/2 pt., flush left marker.

Outline rule: hairline.

MARGINS: Top of Arabic page 1: 5 picas.

Top, rest of text pages: 4-1/2 picas.

Inside margin: 4-1/2 picas.

Outside margin: 4-1/2 picas.

Top of Arabic Page iii: 5 picas.

PROOFS: The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted. All proofs must be collated in sets, numbered sequentially, and have a one-inch clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2" from the type area. The contractor's firm name must not appear on any proofs.

Contractor to furnish the following on each issue:

Two sets of page proofs with rubylith windows (or equal) for halftone illustrations trimmed to size and pasted in place.

One set of corrected page proofs.

One set of final page reproduction proofs, with rubylith windows (or equal) for halftone illustrations trimmed to size and pasted in place.

Page proofs must be clean, white paper, free of ink smudges, with all images clearly legible.

Page and Revised Page Proofs: Proofs must be uniform in size and contain a single page to a sheet. Tables and figures on all proofs must be completely ruled.

Final Reproduction Proofs From Photocomposition: Proofs must be on white photographic paper which has been fixed and washed in such manner that it will be commercially stable (not less than five years). Proofs must be placed flat.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

PACKING: Pack flat with cardboard at each end to ensure that reproduction proofs remain flat during transit.

LABELING AND MARKING: Contractor must duplicate the furnished blank label, fill in, and apply to each package.

DISTRIBUTION: Deliver f.o.b. destination to:

National Marine Fisheries Service, NOAA
Scientific Publications Office (F/NWR1)
7600 Sand Point Way N.E. (BIN C15700)
Seattle, Washington 98115-0070

Upon completion of each order all originals must be returned to the ordering Department.

All expenses incidental to picking up Government furnished materials, returning materials, and submitting proofs must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to the ordering Department (see address under "Distribution").

Each item will have its own schedule.

Item 1 "Fishery Bulletin": The following schedule begins the workday after notification of the availability of print order and furnished material.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part on each batch of articles or notes.

	<u>WD After</u>
Contractor submits page proofs.....	5
Contractor picks up page proofs.....	6
Contractor submits corrected page proofs.....	5
Contractor picks up corrected page proofs.....	5
Complete delivery.....	3

If revised proofs are required, contractor must submit them within three workdays and pick up edited proofs within three workdays.

* * * * *

Item 2 "Marine Fisheries Review": The following schedule begins the workday after notification of the availability of print order and furnished material.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>WD After</u>
Contractor submits page proofs.....	7
Contractor picks up page proofs.....	10
Contractor submits corrected page proofs.....	3
Contractor picks up corrected page proofs.....	3
Complete delivery.....	5

If revised proofs are required, contractor must submit them within five workdays and pick up edited proofs within five workdays.

* * * * *

Item 3 "NOAA Technical Reports": The following schedule begins the workday after notification of the availability of print order and furnished material.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>WD After</u>
Contractor submits page proofs.....	10
Contractor picks up page proofs.....	10
Contractor submits corrected page proofs.....	5
Contractor picks up corrected page proofs.....	5
Complete delivery.....	5

If revised proofs are required, contractor must submit them within five workdays and pick up edited proofs within five workdays.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices."

- | | | | |
|-----|----|----|-------|
| I. | a) | 1) | 20 |
| | | 2) | 18 |
| | b) | 1) | 2,500 |
| | | 2) | 400 |
| | c) | | 1,488 |
| II. | a) | | 960 |

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications. Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive. An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

I. COMPOSITION: Prices quoted shall include the cost of all required materials and operations necessary for the complete production of the final reproduction proofs in accordance with these specification.

a) Author's alterations (text editing) marked on hard copy or manuscript copy that requires insertion into furnished data files. This request is before proofs and/or repro proofs are delivered to the Government.

- | | | |
|----|--------------------------------------|----------|
| 1) | Text matter per 1,000 characters. | \$_____. |
| 2) | Tabular matter per 1,000 characters. | \$_____. |

b) Author's alterations marked on proofs made subsequent to delivery of the proofs to the Government.

- | | | |
|----|---|----------|
| 1) | Text matter per line of type. | \$_____. |
| 2) | Tabular matter per column line of type. | \$_____. |

Author's alterations minimum charge will be \$10.00 per print order. Author's alterations minimum charges will be defined as any AA charges per print order that when figured by the line-item pricing, is less than \$10.00.

c)	Electronic photocomposition charges from telecommunicated and/or storage media per page.	\$_____.
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II. ILLUSTRATIONS: The cost must include all required materials to produce photomechanical transfers.

a)	Cost per PMT line illustration.	\$_____.
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BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices" and initial or sign each in the space provided, and submit with the GPO Form 910, "Bid". Only the original is required. **Do not enter bid prices on the GPO Form 910.** NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)